

REPORTS INVENTORY						CONTROL NO. DDS/OF-115											
PREPARE IN DUPLICATE																	
1. TITLE OF REPORT (if a fill-in report include Form No.) Key Employee List of Official Home Area-to-Work Transportation During Snow Emergencies						2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>STATISTICAL</td></tr> <tr><td><input checked="" type="checkbox"/> NARRATIVE</td></tr> <tr><td>MACHINE-NAME LISTING</td></tr> </table>		STATISTICAL	<input checked="" type="checkbox"/> NARRATIVE	MACHINE-NAME LISTING							
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3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL											
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)											
		MEDICAL		FINANCE													
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) as required for updating				6. DISTRIBUTION (No. of components not number of copies) 2											
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>YES</td><td>IF YES GIVE ADP PROCESSING NO.</td></tr> <tr><td><input checked="" type="checkbox"/> NO</td><td></td></tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT DD/S Admin. Instruction 69-3								
YES	IF YES GIVE ADP PROCESSING NO.																
<input checked="" type="checkbox"/> NO																	
10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)													
12. COST FACTORS																	
A. MANUAL PREPARATION AND REVIEW COSTS																	
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR										
GS-06	\$ 3.74		3/4		\$ 2.81		2 est. \$ 5.62										
GS-13	9.94		1/4		2.49		2 est. 4.98										
GS-15	12.84		1/4		3.21		2 est. 6.42										
			1 1/4		\$ 8.51		\$ 17.02										
B. COSTS OF COMPUTER PRODUCED REPORTS																	
TOTAL COSTS PER YEAR						\$ 17.02											
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Listing required by DD/S to be current at all times in order to provide emergency coverage of Office during weather emergencies.																	
14. FUTURE GOALS																	
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>RETAIN AS IS</td><td><input checked="" type="checkbox"/> OTHER (explain) to be determined by DDS</td></tr> <tr><td>CHANGE</td><td></td></tr> <tr><td>DISCONTINUE</td><td></td></tr> </table>						RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) to be determined by DDS	CHANGE		DISCONTINUE		ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>MAN-HOURS</td><td>DOLLARS</td></tr> <tr><td></td><td></td></tr> </table>		MAN-HOURS	DOLLARS		
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16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION											